



Stanway

Parish Council

Deputy Parish Clerk: Catherine Clouston
Victory Hall, Villa Road,
Stanway, Essex CO3 0RH

P: +44 (0) 1206 542221
E: deputyclerk@stanwaypc.org.uk

Dear Councillor,

You are hereby summoned to the forthcoming meeting of the Community Assets Committee to be held via the Zoom teleconferencing application on **WEDNESDAY 21st OCTOBER 2020 at 7.00pm** when the under-mentioned business will be transacted.

This follows the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and is otherwise supported by the Council's own emergency protocols agreed at its Extraordinary Meeting of 18th March 2020.

******Members of the public are invited to contact the Deputy Clerk via email if they wish to "attend" this meeting******

Yours faithfully,

Deputy Clerk and RFO to the Parish Council

15th October 2020

AGENDA

1. Chairman's Welcome

2. Apologies for Absence

3. Declaration of Interests

To allow Councillors to declare either a disclosable pecuniary, or any other pecuniary or registerable, non-pecuniary interests on any matter covered by this Agenda. Members are reminded that, when considering any item, if it becomes clear they have an interest, they must declare it.

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests where required.

4. Public Participation

The Chairman to invite members of the public to speak – either on an item on the agenda or on a general matter. Public questions are invited prior to the start of the meeting for a maximum of 10 minutes, limited to 3 minutes per person at the discretion of the Chairman.

5. Minutes of the Community Assets Committee Meeting of 16th September 2020 - to APPROVE the minutes of that meeting which have been circulated.

6. Clerk's Report/Update - To RECEIVE a report, including financial information, from the Deputy Clerk and, if necessary, an oral update on current and outstanding issues dealt with by the Council.

7. To APPROVE any changes to the membership of the Committee with its terms of reference stating that it should have a maximum of six members (currently ten) or to ask the Full Council to increase the permitted membership (and to what number).

8. Burial Ground Sub-Committee - To RECEIVE and **NOTE** the on-line discussions of the Burial Ground Sub-Committee and **CONSIDER** any recommended actions arising out of those discussion or deal with any matters arising subsequently.

9. Play Areas and Open Spaces - to CONSIDER any matter or expenditure arising out of the maintenance, redesign and/or replacement of equipment, fencing, gates, outdoor furniture and any risk mitigation in the recreational areas under the Parish Council's responsibility - **ROSPA Report** (if available).

10. Youth Garden – to CONSIDER any matter or expenditure arising out of the maintenance, redesign and/or replacement of equipment, fencing, gates, outdoor furniture and any risk mitigation in the areas under the Parish Council's responsibility. To **CONSIDER** ownership and JLG proposal.

11. Other Assets - to CONSIDER any matter or expenditure arising out of the maintenance, redesign and/or replacement of equipment, fencing, gates, outdoor furniture, and any risk mitigation of the Other Assets under the Parish Council's responsibility

- **Stanway/Tollgate Links Project** (cycle path through Youth Garden and additional lighting)
- **Parish Noticeboards** (new noticeboards and possible financial support)
- **Swan Green** (bus shelter)
- **Stanway Village Sign**
- **Tree Maintenance** – tender document
- **Shed at Tollgate**
- **Signage** – renewal or replacement of local signs

Stanway Parish Council

- 11. Street Lighting and Street Furniture** - to **CONSIDER** any matter or expenditure arising out of the functioning / maintenance and/or replacement of equipment or street furniture and any risk mitigation for street lighting and furniture under the Parish Council's responsibility.
- 12. Village Hall complex** - to **CONSIDER** any matter or expenditure arising out of the maintenance, redesign and/or replacement of buildings, grounds, equipment, fencing, gates, outdoor furniture and any risk mitigation in the Village Hall complex that is under the Parish Council's responsibility (noting the parameters of the Hall Management agreement with SVHMC).
- 13. New Projects** – to **CONSIDER** the timetable for new projects, accepting identifiable community demand or need for what is to be provided and the appropriate budget (including on-going maintenance costs).
- 14. Ground Maintenance Contract** – verbal update, including report on Firebreak on Silver Witch Green.
- 15. Items for Committees / next Council Meeting** - To receive and consider requests for items to be included on agendas for future meetings, other committees, or Full Council.
- 16. To CONFIRM** the date of the next meeting - the next Community Assets Committee Meeting will be held on **Wednesday 18th November 2020 at 7.00pm** – place to be confirmed.